

## MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on \* June 23, 2015 in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

### ATTENDANCE:

Position	Name	Present	Not Present
County Commissioner	Nate Hall		X
Pharmacist	Andrew Foster, Pharm. D, R.Ph.	X	
Dentist	Rose Satterfield, DMD		X
Veterinarian	Christine Frenzel, DVM	X	
Physician (Gen. Pub.)	Cecil Page		X
Engineer (Gen. Pub.)	Jennifer White, RN	X	
Registered Nurse	Carla Lipscomb, RN	X	
Optometrist (Gen. Pub.)	Carl Carroll, RS, MBA	X	
General Public	Carol Komondy		X
General Public	Elin Armeau-Claggett, PA-C, PhD	X	
General Public	Vacant		X

### Others Present:

Frederick Moore, MD – Health Director  
 Sharon Hendricks – Finance Officer  
 Jennifer Eastwood, MPH – QI Specialist  
 Scott Spillmann, MD, MPH  
 Bill Browder, from NCIPH

### I. Call to Order

- A. A quorum being present, the scheduled meeting of the Caswell County Board of Health was called to order at 6:00 P.M. by the Chair.

### II. Public Comment

- A. None

### III. Approval of Minutes

- A. The May 28, 2015 Board of Health minutes were reviewed. It was suggested that the Board of Health would appreciate getting the meeting packet several days in advance to give time to review it.

A motion was made by Elin Armeau-Claggett and seconded by Christine Frenzel to approve the minutes of the Board of Health for May 28, 2015. The motion was approved on a vote of 6 to 0.

### IV. Budget Amendment #11

- A. This Budget Amendment moves funds from one expense line to another to cover expenses. It also budgets in \$6736 of Private Insurance and Direct Fees revenue that have come in at a greater amount than budgeted. It decreases Medicaid to balance this increase.

A motion was made by Carl Carroll and seconded by Jennifer White to approve Budget Amendment #11 as presented. The motion was approved on a vote of 6 to 0.

### V. Approval of Policies

- A. Two policies (CAP and Home Health Advisory Committee By-Laws) had been distributed to the board last month and are presented today for approval.  
 B. Jennifer Eastwood reminded the board that we had reviewed the official requirements for these committees and felt that the two groups had very distinct purposes and membership, and it would be best to divide the one committee into two. Based on this, two new by-laws were reviewed with the Board of Health.

A motion was made by Carl Carroll and seconded by Christine Frenzel to approve the two new by-laws (POL-PRG-HH-004\_HH Professional Advisory Committee Bylaws and POL-PRG-CAP-002\_CAP Advisory Committee Bylaws). The motion was approved on a vote of 6 to 0.

### VI. New Budget Update

- A. Dr. Moore informed the board that the Board of County Commissioners had approved a budget for

the new fiscal year. He was pleased that most of the Health Department's requests had been funded in the budget including the Environmental Health restroom and vehicles for Environmental Health and Home Health.

- B. The finder's fee for a Physical Therapist was not approved and the part time Occupational Therapist position was not approved. Dr. Moore informed the board that we have still not received a single application for the Physical Therapist position. He said that after the new fiscal year begins, he planned to speak with the County Manager about possibly bringing up the Occupational Therapist issue with the Board of County Commissioners.
- C. The Board of County Commissioners did approve the Project Lazarus grant application, but it was not a unanimous vote. Since then we have heard from the Project Lazarus organization that the deadline for the grant had been extended by a year.
- D. The budget did fund a 2% COLA for county employees.

**VII. Next Board of Health Meeting**

- A. Dr. Moore reminded the board that the July meeting was the annual meeting when officers are elected for the next fiscal year.

**VIII. Board of Health Education**

- A. Dr. Moore introduced Bill Browder from the NCIPH who was here to provide Board of Health training.
- B. A copy of the presentation is included in the packet.

**IX. Adjournment**

- A. The Chair adjourned the meeting without objection.

Approved By: \_\_\_\_\_

Health Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Health

\_\_\_\_\_  
Date